

31 AUG 1978 DDA

OLC #78-5148/2

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Sensitive Document Control

1. Action Requested: This memorandum recommends that you task all elements of the Agency and the Office of the DCI to institute immediately a strict control system over the storage and accountability of acutely sensitive classified documents.

2. Background: In response to your request the Office of Security is in the process of conducting a comprehensive review of all Agency security practices. This review will predicate recommendations for the improvement of our overall security posture.

3. Staff Position: The Office of Security in the initial stages of its review of Agency security practices has already concluded that our accountability practices with reference to sensitive material are wanting. This deficiency will require more detailed study, before long-range resolution can be defined; the solution is complicated by the continuing need for rapid dissemination of intelligence material among operating components of the Agency.

In our view, however, the issue cannot be totally ignored pending completion of the ongoing study. As a first step, therefore, certainly to be supplemented by the review's final recommendations, it is felt that a system of positive accountability and segregated storage should be instituted immediately over the select kernels of Agency sensitive documents.

Since it is recognized that security is both a responsibility and function of the command channel, implementation of such a system must be pursued through the chain

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of command. The attached memorandum, prepared for your signature, to the Deputy Directors and Heads of Independent Offices tasks these individuals to institute such controls immediately. The thrust of the tasking is designed as at least a temporary fix on one aspect of the recent case, viz., the loss of a critically sensitive document without its coming to Agency attention for almost a year and then, in a sense, only fortuitously.

4. Recommendation: It is recommended that you sign the attached memorandum tasking the Deputy Directors and Heads of Independent Offices as described in paragraph 3 above.

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Robert W. Gambino

Attachment

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